

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: ☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____ No Change

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Wayman Culp</i>	11/8/82	<i>Walker L. Baumgardner</i>	11/8/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12/29/82
		Secretary of State/Designee	12/22/82
		Attorney General/Designee	12/22/82



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date December 7, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 12 1972 438 DEC 18 1972	
2. Agency Application No. 72-09		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education, Management Information Services Division, Statistical Services Unit, Room 103, State Office Building Atlanta, Georgia 30334		4. Person to Contact Mr. Eugene Wallace, Jr.	
				5. Working Title Coord of Stats	
				6. Tel. No. 656-2400	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1937 to Present		9. Exact Series Title Educational System Statistical Files			
10. What is the function of the office in which this record series is created? To design, install and maintain systems for the collection, analysis, reporting and publication of educational data in order to insure research and development within the frame work of overall educational strategy. Activities include (but are not limited to) design, publication and distribution of forms and instructions (2) providing for periodic submission of data from local school systems (3) manipulation and analysis of data received (4) reporting or publication of findings. To provide an informational system which insures that information requested from School Systems is not duplicated within the Department.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the Educational System Statistical Files, included Are: 1. Superintendent's Annual Attendance Report, Form S-36. 2. Superintendent's Annual Report, School Plant Section. 3. Superintendent's Annual Report, Pupil Transportation Section. 4. Local School system Superintendent's Annual Financial Report, Form SDE 3230-1 5. Fall Report of Teachers, Enrollment, and Schoolhousing 6. Superintendent's Official Monthly Report, Form S-24A. 7. Tabulation Sheets which summarize the information contained on documents 1-6. Documents 1-5 are collected from each county and independent city school system annually. Document 6 is collected from each county and independent city school system monthly (9 per year). This file is arranged chronological by type of report by school system. ATTACH SAMPLES OF THE FILE					
12.					
EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	10	15		6	18
Legal-size File Drawers	7	14	Floor Space Occupied (Square Feet)	In Office(s) 40	In Storage Area(s) 100
16"X20"X28"	43	129		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	20	10
				2	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
Local School Systems
15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ []
 Attach copy of summary or publication. *Annual Report Stat Series, Cys atch*
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

valuable tool in planning, research and evaluation.

 24. REQUIREMENTS. The following requires the files to be kept Permanently years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Summaries and publication of statistics started in late 1950's or early 60's and for prior years, there is no other source for statistical information concerning public education in the state.

 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [] OTHER _____, then:

- [X] ☒ [X] Hold in the current files area 3 month(s)/ 3 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☒ [X] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify) **local school systems reporting to the State Dept of Education are authorized to destroy their copies after annual fiscal audit has been performed.**

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>Richard P. Hammerich</i>		<i>Dec. 6, 1972</i>	<i>W. G. L. Lacey</i>		<i>12/6/72</i>
26. Recommendations in paragraph 25 are:		Agency Head/Designee	<i>William M. Aiken</i>		<i>12-13-72</i>
		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>		<i>12-12-72</i>
		State Auditor/Designee	<i>W. B. R. H. H. H.</i>		<i>12-11-72</i>
		<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved			
		Secretary of State/Designee			
		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved			
		Attorney General/Designee			
		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved			

 STATE RECORDS
COMMITTEE